

PHILIPPINE BIDDING DOCUMENTS

INVITATION TO BID

**PROCUREMENT AND DELIVERY
OF JANITORIAL MANPOWER
AND SERVICES
*(EARLY PROCUREMENT ACTIVITY)***

NATIONAL COMMISSION ON MUSLIM FILIPINOS

Reference No. NCMF-IB-No. **2023-006**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract

BAC – Bids and Awards Committee

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to a *Proposal* and *Tender*. (2016 Revised IRR, Section 5[c]).

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the bidding Documents (2016 Revised IRR Section 5 [d]).

Bidding Documents - The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 Revised IRR, Section 5[e]).

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies, (2016 Revised IRR, Section 5[i]).

CDA – Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duly paid.

DTI – Department of Trade and Industry

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project – Refers to procurement whose funding source is from foreign government, foreign or international financing

institution as specified in the Treaty or International or Executive Agreement (2016 Revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum of three (3) years. (GPPB Resolution No. 27-2019).

GFI – Government Financial Institution.

GOCC – Government-owned and/or controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 Revised IRR, Section 5[r]).

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital building, and other related construction projects of the government. Also referred to as civil works or works (2016 Revised IRR, Section 5[u]).

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity’s Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019).

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 Mayn2019). Supplier as used in the Bidding Document may likewise refer to a distributor, manufacturer, contractor, or consultant.

I. Invitation to Bid

I. INVITATION TO BID

SUPPLY AND DELIVERY OF JANITORIAL MANPOWER AND SERVICES (EARLY PROCUREMENT ACTIVITY)

Reference No.: NCMF-IB No. 2023-006

End-user: General Service Division, Administrative Service

1. The National Commission on Muslim Filipinos (NCMF), through the National Expenditure Program (NEP) of F.Y. 2024 intends to apply the sum of **TWO MILLION PESOS (P2,000,000.00)** being the Approved Budget for the Contract (ABC) for the Early Procurement Activity (EPA) of the Procurement and Delivery of Janitorial Manpower and Services of the General Service Division under Administrative Service Office. Bids received in excess of the ABC shall be automatically rejected at bid opening.


The NCMF invites bona fide service providers of good standing to apply for eligibility and to bid for the hereunder project with schedule of activities:

Procurement Stages	Lot 1 ABC: P2,000,000.00 Bid Docs Fee: P5,000.00	Venue
Pre-bid Conference	28 November 2023, 01:00 PM	NCMF – OSEC Conference Room / Zoom platform
Submission of Bids	11 December 2023, 12:00 NN	
Opening of Bids	11 December 2023, 01:00 PM	

2. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instruction to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 Revised Implementing Rules and Regulation (IRR) of the Republic of (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. The complete set of Negotiated Bidding Documents is free of charge and can be provided by the NCMF BAC Secretariat (see address below). The Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) (www.philgeps.gov.ph) and NCMF (www.ncmf.gov.ph).
5. All interested bidders shall be allowed to attend and participate in the discussion during the Pre-bid Conference at the NCMF OSEC Conference Room, 79 Jocfer Annex Bldg., Brgy. Holy Spirit, Commonwealth Avenue, Diliman, Quezon City and shall likewise provide their email address for live streaming via Zoom platform.

6. Bids must be duly received by the BAC Secretariat through manual submission at the NCMF-BAC Secretariat Office (see address below) on or before the deadline (see schedule).
7. The Submission and Opening of Bids shall be on held at the NCMF-OSEC Conference Room. Bids will be opened in the presence of the bidder's representatives who choose to attend the activity. Late bids shall not be accepted.
8. Opening of Sealed Bids shall be held at the NCMF OSEC Conference Room on date above stated and live streamed via Zoom platform. Meeting ID and password shall be given to Bidder's representative upon submission of sealed proposal. For ease in the conduct of proceedings, bidders or their authorized representatives must provide the BAC Secretariat, either via e-mail or any acceptable mode of electronic transmission, a copy of their authorization and company identification to participate in the said bidding.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
10. The NCMF reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

*BAC Secretariat
National Commission on Muslim Filipinos, Central Office
79 Jocfer Annex Bldg., Brgy. Holy Spirit, Commonwealth Ave. Diliman, Quezon City
Tel. No. (02) 8952-4875
Email address: bacsecretariat@ncmf.gov.ph*


TAHIRS. LIDASAN, JR., CESO II
Executive Director and BAC Chairman

II. Instruction to Bidders

1. Scope of Bid

The NCMF wishes to receive Proposal for the EPA of the Procurement and Delivery of Janitorial Manpower and Services of the General Service Division under Administrative Service with Reference No. NCMF IB No. 2023-006.

The Procurement Project is composed of forty-two (42) pages the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below in the amount of Lot 1 – (P2,000,000.00).

2.2. The source of funding is the National Expenditure Program (NEP) of F.Y. 2024.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 Revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms terms and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 Revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1 Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2 [*select one, delete other/s*]:

- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When Treaty or International or Executive Agreement as provided in Section 4 of the RA o. 9284 and its 2016 Revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

5.3 Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA 9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSAs CPI, must be at least equivalent to:

- b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

5.4 The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clausen 18.

7. Subcontracts

7.1 The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated therein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a Pre-bid Conference for this Project on the specified date and time at NCMF OSEC Conference Room, 79 Jocfer Annex Bldg., Barangay Holy Spirit, Commonwealth Avenue, Diliman, Quezon City as indicated in paragraphs 3 and 7 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the

Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within three (3) years prior to the deadline for the submission and receipt of bids.
3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purpose of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 Revised IRR of RA No. 9184.
3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not No. 9184.be accepted.
4. For Foreign-funded Procurement, a ceiling may be applied to bid prices IRR of RA 9184.

12. Bid Prices

12.1 Prices indicated on the Price Schedule shall be entered separately in the following manner:

- b. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destinations; and

- iv. The price of other (incidental) services, if any, listed in e.
- c. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency acceptable by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
2. Payment of the contract price shall be made in Philippine Peso.

14. Bid Security

1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
2. The Bid and bid security shall be valid within one hundred twenty (120) calendar days from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one (1) copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidder to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraphs 3 and 9 of the **IB**.

17. Opening and Preliminary Examination of Bids

1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraphs 3 and 9 of the **IB**. The Bidder's representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.
In case the Bids cannot be opened as scheduled due to justifiable requirements under Section 29 of the 2016 Revised IRR of RA No. 9184 shall prevail.
2. The preliminary examination of bids shall be governed by Section 30 of the 2016 Revised IRR of RA 9184.

18. Domestic Preference

1. The Procuring Entity will grant a margin of reference for the purpose of comparison of Bids in accordance with Section 43.1.2. of the 2016 Revised IRR of RA 9184.

19. Detailed Evaluation and Comparison of Bids

1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "passed" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 Revised IRR of RA No. 9184.
2. If the Project allows partial bid, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or items, as the case maybe. In this case, the Bid Security as required by ITB Clause 15 shall be submitted for each lot or item separately.
3. The descriptions of the lots or items shall be indicated in Section VII (Technical Specifications), although the ABCs of these lots or items are indicated in the BDS for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 Revised IRR of the RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective bidder.
4. The Project shall be awarded as One Project having several items that shall be awarded as one contract.
5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 Revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten

percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.1 Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

21.1 The documents required in Section 37.2 of the 2016 Revised IRR of RA No. 9284 shall form part of the Contract. Additional Contract documents are indicated in the BDS.

III. BID DATA SHEET

ITB Clause	
1.1	The Procuring Entity is National Commission on Muslim Filipinos (NCMF)
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Procurement and Delivery of Janitorial Manpower and Services.</i> b. Completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	<i>No further instructions</i>
12	The price of the Goods shall be quoted DDP in the Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amount: P2,000,000.00 <ul style="list-style-type: none"> a. The amount of not less than <u>Php40,000.00 (2% of ABC)</u>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>Php100,000.00 (5% of ABC)</u> if bid security is in Surety Bond.
19.3	<i>No further instructions</i>
20.2	For purpose of Post-qualification, the following document(s) shall be required: <ul style="list-style-type: none"> a. Latest Income and Business Tax Reforms; b. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration; c. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located; d. Tax Clearance Certificate per Executive Order No. 398, Series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); e. Audited Financial Statements, stamped "received by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 Revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein causes shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 Revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

- 2.1 Advance payment of the contract amount of provided under Annex "D" of Revised 2016 IRR of RA No. 9184.
- 2.2 The Procuring Entity is allowed to determine the terms of payment on the Partial or staggered delivery of the Goods procured, provided such partial Payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payments are indicated in the SCC.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 29 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the SCC, Section IV (Technical Specifications) shall specify what inspection and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 Revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

V. Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW”, “FOB”, “FCA”, “CIF” “CIP”, “DDP”, and other trade used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contracts are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>at the National Commission on Muslim Filipinos – 79 Jocfer Annex Building, Brgy. Holy Spirit, Commonwealth Avenue, Diliman, Quezon City destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI, Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and//or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p>Select appropriate requirements and delete the rest.</p> <ul style="list-style-type: none"> a. Such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and b. In the event of termination of production of the spare parts: <ul style="list-style-type: none"> i. Advance notifications to the Procuring Entity of the pending terminations, in sufficient time to permit the Procuring Entity to procure needed requirements, and ii. Following such terminations, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, <i>[within insert appropriate time period]</i> months of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods: final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p>

	<p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight</p> <p>Any special lifting instructions Any special handling instructions Any relevant HAZCHIEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation -</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier and related costs shall be included in the contract price.</p>

	<p>Where the supplier is required under Contract to deliver the</p> <p>Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
<p>2.2</p>	<p>Partial payment if not allowed.</p>
<p>4</p>	<p>The inspections and tests that will be conducted: Conduct of twice (2x) a month maintenance service (inspection and adjustments), and Train personnel assigned to operate the machine/s.</p>

V. Special Conditions of the Contract

GCC Clause	
1.1(g)	The Procuring Entity is National Commission on Muslim Filipinos
1.1(j)	The Funding Source is the National Expenditure Program (NEP) for F.Y. 2024 in the amount of Two Pesos (P2,000,000.00).
5.1	<p>The Procuring Entity's address for Notices is:</p> <p style="text-align: center;">BAC SECRETARIAT National Commission on Muslim Filipinos #79 Jocfer Annex Bldg., Brgy. Holy Spirit, Commonwealth Avenue, Diliman, Quezon City</p> <p>The Supplier's address for Notices is: <i>[Insert address including name of contact, fax and telephone number]</i></p>
6.2	<p>Delivery and Documents –</p> <p>“The tickets may be delivered to below address:</p> <p style="text-align: center;">General Service Division – Administrative Service Office National Commission on Muslim Filipinos #79 Jocfer Annex Bldg., Brgy. Holy Spirit, Commonwealth Avenue, Diliman, Quezon City</p> <p>Delivery of tickets shall be made by the Supplier in accordance with the terms specified in Section VI., Schedule of Requirements.</p>
21.1	State here “No additional provision” or if the Supplier is a joint venture, “All partners to the joint venture shall be jointly and severely liable to the Procuring Entity.”

VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Description	Quantity	Total	Delivered, Weeks/Mont
Procurement and Delivery of Janitorial Manpower and Services	8	P2,000,000.00	01 January – 31 December 2023

*The period for the performance of the obligations under the Contract shall not be beyond the validity of the corresponding appropriations for the Project.

I hereby certify and deliver all the above requirements:

Name of Company/Bidder

Signature over Printed Name
Of Authorized Representative

Date

VII. TECHNICAL SPECIFICATIONS

**Type or print clearly the Technical proposal on the space provided.
DO NOT LEAVE BLANKS. A "YES" or "NO" ENTRY WILL NOT BE ACCEPTED.
FAILURE TO COMPLY WILL RESULT IN THE REJECTION OF THE
BIDDER'S PROPOSAL**

ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
<p>Procurement and Delivery of Janitorial Manpower and Services</p>		<p>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the proposal offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidder's Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer independent test data, samples, independent test data etc. as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement of compliance or the supporting evidence that is found to be false either during Bid Evaluation, Post Qualification or the execution of the Contract may be regarded subject to the provisions of ITB Clause 1.3.1(a)(ii) and or GCC Clause 2.1(a)(ii)</p>
I.	Provision of Janitorial Personnel, including submission of Housekeeping Plan	
1.	The Contractor shall provide eight (8) janitorial personnel, including one (1) working Janitorial Supervisor who will be assigned to monitor and supervise janitorial attendants, who:	
1.1	Are of good moral character and without criminal or police records;	
1.2	Are fit to work, as evidenced by a medical certificate issued within the last two (2) months (specify that the janitorial personnel is fit to work);	
1.3	Underwent basic housekeeping training.	

2.	The Contractor shall submit within three (3) calendar days from receipt of Notice to Proceed the employee file of each janitorial personnel with complete attachments, such as but not limited to, resume, training certificate/s, government mandated clearances, and medical certificate.	
3.	The Supervisor shall monitor the performance of the janitorial attendants and handle the consolidation of daily timecards periodically in preparation for the monthly billing to the NCMF-CO.	
4.	The janitorial personnel shall perform the following:	
4.1	Maintain the cleanliness and orderliness of the office premises in accordance with the Service Standards and Conditions and the Housekeeping Plan to be submitted by the Contractor as part of the technical documents , taking into account the following:	
i.	Protection of NCMF-CO properties from damage or destruction in connection with the janitorial activities rendered;	
ii.	Preservation of confidentiality of NCMF-CO records; and	
iii.	Proper collection and disposal of garbage.	
4.2	Services to be performed whenever required (i.e., logistical assistance during meetings and conferences; hauling of office furniture, fixtures and equipment; and other errands within NCMF-CO premises).	
II.	Provisions of Cleaning Tools and Equipment	
1.	The Contractor shall provide, at the minimum, the following cleaning tools and equipment which are brand new or in good condition:	
1.1	Heavy duty floor polisher – 3	
1.2	Mop wringer / squeezer – 5	
1.3	Glass squeegee – 5	
1.4	Heavy duty vacuum cleaner (wet and dry) – 3	
1.5	Stainless step ladder, 6ft. – 2	
1.6	Stainless step ladder, 14ft. – 2	
1.7	Heavy duty pushcart (big) – 2	
1.8	Heavy duty baggage buggy – 3	
1.9	Floor warning signs – 6	

1.10	Putty knife – 1	
III.	Service Standards and Conditions	
1.	Deployed janitorial personnel shall be professional, courteous and sensitive to the client's needs at all times. The expected service standards and conditions are as follows:	
1.1	Office Areas:	
i.	All surfaces, fixtures, fittings should be free from dusts, stains and debris;	
ii.	All waste receptacles empty; <i>NOTE: Paper, files and electronic equipment shall not be removed or adjusted while cleaning (where applicable, unless prior permission has been obtained from the employee concerned).</i>	
iii.	Washroom and Toilet Areas:	
a.	All surfaces, fixtures, fittings should be free from dusts, stains and debris;	
b.	All sanitary fittings should be free from grime, dirt and smear.	
iv.	Each area shall be cleaned to the specifications of the services as detailed but not limited in the table below:	

AREAS	DESCRIPTION OF TASK	FREQUENCY*	STATEMENT OF COMPLIANCE
OFFICES/ RECEPTION AREAS/ HALL AND STAIRWAYS	Empty waste bins and wash out, if required	Daily	
	Water indoor plants	Daily	
	Bring out indoor plants	Once a week	
	Machine scrub and buff hard floors	Once a week	
	Wipe/clean window shades; clean inside windows; clean door jams/balusters/ handrails; clean glass walls/ partitions	Once a week	
	Machine scrub and buff hard floors	Once a week	
	Remove cobweb (ceiling, lighting fixtures, etc.)	Once a month	

	Wash walls with dirt and stain mark	Once a month	
	Wet cleaning/ dusting/ vacuuming upholstered furniture/office chairs	Once a month	
	Dust Mop/Spot Mop/Buff the floors;	As necessary**	
OFFICE SPACES	Damp wipe office tables and chairs	Daily	
	Damp wipe office equipment i.e. computer screens, keyboards, calculator; telephone, desk lamp, filing cabinets, etc.	Daily	
	Remove cobweb (ceiling, lighting fixtures, etc.)	Once a month	
	Wash walls with dirt and stain mark	Once a month	
	Wet cleaning/ dusting/ vacuuming upholstered furniture/office chairs	Once a month	
	Dust mop/spot mop/buff floors	As necessary**	
MEETING ROOMS/ CONFERENCE ROOM/ AUDITORIUM/ LIBRARY/DAY CARE ROOM	Empty paper/waste bins, wash out if required	Daily	
	Damp dust tabletops, re- arrange chairs	Daily	
	Machine scrub and buff hard floors	Thrice a week	
	Wipe/clean window shades, inside windows, door jambs, glass walls / partitions	Once a week	
	Remove cobwebs on ceiling, lighting fixtures, etc.	Once a month	
	Wash walls, windowsills, surrounds and other vertical ledges with dirt and stain marks	Once a month	
	Wet clean, dust and vacuum upholstered furniture	Once a month	
	Dust mop/spot mop/buff floors	As necessary**	

WASHROOMS AND TOILETS	Mop clean, disinfect and dry floor	As necessary**	
	Wash, clean and disinfect urinals and toilet bowls	As necessary**	
	Empty and wash waste bins	As necessary**	
PANTRY	Damp wipe and polish with dry cloth the refrigerator, oven, etc.	Thrice a week	
	Disinfect floors, pantry sink and pantry cabinets	Once a week	
	Dust mop/spot mop the floors, pantry sink, and pantry cabinets	As necessary**	
RECORDS AREA/ STOCKROOMS	Clean the floor and remove dusts from equipment and files	Once a week	
NCMF-CO GROUNDS	Clear rubbish from path walks, driveways, parking areas, park, etc.	Daily	
	Water outdoor plants	Twice daily	
	Trimming of plants	Twice a month or as necessary	

Note:

***Frequency may be changed during the contract implementation, upon the instruction of the Head of the Agency or its authorized representative.**

**** As necessary means to be checked at least once a day and cleaned if necessary**

ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
IV.	General Conditions	
1.	The deployed personnel shall work eight (8) hours a day, five (5) days a week from Monday to Friday. However, the personnel may be requested to provide assistance outside the regular working hours or during weekends or holidays, upon the written approval of the Administrative Director or her duly authorized representative.	
2.	The NCMF-CO has the right to effect changes in the assignment/deployment of the janitors at any time during the contract period through a written notice to the Contractor. Likewise, the NCMF-CO may increase or decrease the number of janitors as may be necessary and reserves the right to increase, reduce, or limit the scope of services of the Contractor. In such an event, any corresponding adjustment in the cost shall not exceed the contract price.	
3.	The Contractor shall not reshuffle personnel without the prior clearance/approval of the Administrative Service (AS) which hereby reserves the right to reject any proposal to reassign personnel if such reassignment is found to pose an imminent danger or prejudice to the service. It is however understood that on matters of disciplinary action toward the personnel of the Contractor, the AS shall cooperate with the Contractor or vice versa by means of mutual consultation.	
4.	The Contractor shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services.	
5.	The Contractor agrees that the NCMF-CO, through the AS, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Contractor.	
6.	The Contractor shall pay its personnel not less than the minimum wage and other benefits mandated by the laws, rules and regulations. The Contractor shall provide the Janitorial personnel their monthly pay slip containing the necessary information on it. The Contractor shall comply with the laws governing labor standards and employee's compensation. A certificate for the	

	purpose shall be required from the Contractor.	
7.	The Contractor shall provide the personnel with appropriate uniforms, protective gear, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.	
8.	The Contractor shall ensure that safety shall be the first priority in the performance of its functions, and avoid the creation of safety hazards both in the condition of the work performed and while doing the work.	
9.	The Contractor shall have relievers for the NCMF-CO available at any time to take over in case some regular personnel are absent at no extra cost to the Department. No trainees shall be allowed as a reliever even if they are allowed and identified as such.	
10.	The Contractor shall ensure the confidentiality of information.	
11.	The duration of the contract shall commence upon the completion of the contract until 31 December 2024.	
V.	Payment Terms	
1.	The Contractor shall submit, along with the monthly billing statement, a certified true copy of duly accomplished payroll sheet, receipts, prescribed reports stamped received by SSS, PhilHealth, Pag-IBIG, and ECC as proof of remittances of employer's and employees' contributions for SSS, PhilHealth Pag-IBIG and ECC premiums of the Janitorial personnel assigned to the NCMF-CO only and the monthly checklist within five (5) calendar days after every month/cut off.	
2.	The Contractor in the performance of its services shall secure, and maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices.	
VI.	Performance Review and Assessment	
1.	The Contractor shall maintain a satisfactory level of performance throughout the Contract period based on the following set of performance criteria:	

	Performance Criteria	Weight
I	Conformity to Technical Requirements	(25)
II	Timeliness in the Delivery of Services	(25)
III	Behavior of Personnel (Courteous, Professional and Knowledgeable)	(20)
IV	Response to Complaints	(20)
V	Compliance with set office policies for such services	(10)
Performance Rating		
Passing rate: 80 points		

2.	The Contractor shall undergo a periodic review using the above-cited criteria to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the NCMF-CO during the contract period.	
3.	Further, a mid-term assessment or evaluation of the performance of the Contractor. Based on its assessment, the NCMF-CO may terminate the contract for failure of the Contractor to perform its obligations thereon.	

Note:

NCMF requires the interested bidders to submit three (3) separate copies of Technical and Financial Components (1 original copy and 2 certified true copies)

I hereby certify and deliver all the above requirements:

Name of Company/Bidder

Signature over Printed Name
Of Authorized Representative

Date

Section VIII. Checklist of Technical and Financial Documents

Note: Any missing and/or invalid document in the hereunder- mentioned checklist is a ground for outright rejection of the bid

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
and
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Valid Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
In case of recently expired Mayor's/Business permits, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, subject to submission of Business or Mayor's permit after award of contract but before payment in accordance with Item 6.2 of GPPB Resolution No. 09-2020.
and
- (d) Valid Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Revised Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
In case of Revised Omnibus Sworn Statement (ROSS) it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award but before payment in accordance with Item 6.3 f GPPB Resolution No. 09-2020

Financial Documents

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (m) Original of duly signed and accomplished Financial Bid Form; **and**
- (n) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- (o) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

VIII. BIDDING FORMS

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Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice)

**Statement of all Government & Private Contracts Completed
which are similar in nature**

Business Name : _____

Business Address: _____

Name of Contract	A .Owner’s Name b. Address c. Telephone Nos.	Nature of Work	Bidder’s Role	%	a. Amount at Award b. Amount at Completion c. Duration	a. Date of Award b. Contract Effectivity c. Date Completed
			Description			
Government						
Private						

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

Instructions:

- a) Cut-off date is December 2020 – December 2023.
- b) Subject completed contract:
 - (i) If there are more than ten (10) completed contracts in a year, state at least 10 completed contracts for said year. Contracts that are similar to the project being bid in terms of nature and amount shall be prioritized in inclusion in the list.
 - (ii) If there are 10 or less completed contracts in a year, state all completed contracts for said year (government and private contracts which may be similar or not similar to the project being bid).
 - (iii) If there are no completed contract in a year, state none or equivalent term. This shall not be a basis for disqualification.
- c) Single Largest Contract to be submitted must be a part of the list.

List of all ongoing Government & private Contracts including Contracts awarded but not yet started

Business Name : _____

Business Address: _____

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telepho ne No.	Natur e of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplish ment		Value of Outstandin g Works/Und elivered Portion
			Descri ption	%		Plan ned	Actua l	
Government								
Private								

Submitted by: _____
(Printed Name & Signature)

Designation : _____

Date : _____

Instructions:

- i. State all ongoing contracts including those awarded but not yet started within three (3) years (government and private contracts which may be similar or not similar to the project being bid) prior December 2023.
- ii. If there is on-going contract awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the on-going and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT
Which is Similar in Nature

Procurement Reference No. NCMF-IB-2023-006

Bidder's Company Name: _____

Bidder's Official Address: _____

Total ABC of the Item(s) to be Negotiated: _____

Name of Client and Contract	Date of Contract	Duration of Contract	Kinds of Goods	Amount of Contract	Date of Delivery	End User's acceptance or Official Receipt(s) issued for the contract if completed

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Reminder:

- a) Single largest contract of similar in nature within the last two (2) years amounting to at least twenty five percent (25%) of the ABC of the item/s being bid.
- b) Cut-off date is the date prior to the Opening of Bids.
- c) Similar contract shall refer Procurement and Delivery of Janitorial Manpower and Services.

BID FORM

Date: _____
Procurement Reference No. _____

The Chairperson
NCMF-Bids and Awards Committee
National Commission on Muslim Filipinos
Commonwealth Avenue, Quezon City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin (*insert numbers*), the receipt of which is hereby duly acknowledged, we the undersigned, officer to (*supply/deliver/perform*) (*description of the Goods*) in conformity with the said Bidding Documents for the sum of (*total Bid amount in words and figures*) or such other sums as may be as may be ascertained in accordance with the Schedule of Prices attached herewith and made part if the Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity period specified in BDS provision for ITB clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contracts is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

Dated this _____ day of _____ 20_____.

(Signature)

(in the capacity of)

Financial Proposal Submission Sheet

Date: _____

Contract Agreement Form

THIS AGREEMENT made the ____ day of _____ 20__ between (name of PROCURING ENTITY) of the Philippines (hereafter called “the Entity”) of the one part and (name of Supplier) city and country of Supplier (hereinafter called “the Supplier”) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., (brief description of goods and services) and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of (contract price in words and figures) (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) The Bid Form and the price Schedule submitted by the Bidder;
 - (b) The Schedule of Requirements;
 - (c) The Technical Specifications;
 - (d) The General Conditions of Contract;
 - (e) The Special Conditions of Contract; and
 - (f) The Entity’s Notification of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Supplier)